



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 6-25-86	Application Number 11	Department of Administrative Services Computer Services Division 1604 West Floyd Bldg. 200 Piedmont Avenue Atlanta, GA 30334	Application Number <b>87-15</b>	
			Date Received <b>JAN 1 1987</b>	Date Completed <b>JAN 30 1987</b>
2. Person to Contact Bill Hobbs		Working Title Manager, Management Services	Telephone Number 656-7434	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest      Latest 1979      Present		5. Records Series Title (followed by title used in office, if different) Request for Data Processing Services (RFDPS)		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  Computer Services Division is responsible for processing all purchases, moves, and whatever the RFDPS may request. It is responsible for keeping these RFDPS in case the Federal Auditors request an audit of how federal funds are spent by the different state agencies for equipment, programming, moves and ect.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Receiving Request for Data Processing Services (RFDPS) from State agencies.  Included are:  RFDPS Form 246- Cost Estimate Work Sheets, Forms 152 & 152A and EDP Review Committee Request Justification.        File is arranged: By Agency department number, then by RFDPS number				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>0-1</u> ?      Seldom Referenced after Audit				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>2</u> ; Other (specify) <u>3</u> Rec. Ctr. Boxes				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |              |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law             | _____ years.   | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years.   | e. Administrative need            | _____ years. |
| c. Federal law           | 5 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Auditors may require several years of audit. Retention requirements vary depending on the particular agency involved.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 2 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 3 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert L. Mathis</i>	<i>12/31/86</i>	<i>Pat Bennett</i>	<i>12/31/86</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>1-28-87</i>
		Secretary of State/Designee	<i>1/20/87</i>
		Attorney General/Designee	<i>1/22/87</i>